



Connect monitors

1 Connect outputs and turn on monitors before powering on Brio. Brio automatically sets the resolution of both outputs to match the EDID of the monitor on output A.

A multi-touch panel is required on Output A for whiteboard.

i Do not turn on power (⏻) until after step 2.

Connect to network

2 Connect the Brio to your network using the Network 1 connector. Brio is DHCP enabled when shipped and will be recognized automatically by the network.

If you have purchased the PtP option, connect the WAP dongle now.

i Once all physical connections are in place, turn on power.

Check settings and updates

3 Go to the System Settings page by typing the following in the address bar of your browser: IP address/admin (e.g. 10.10.30.143/admin). The default password for this page is **admin**.

Use this page to change your network settings, if needed; and to check for updates for your license and/or software.

Connect devices and audio

4 To connect personal devices to Brio and start sharing content, follow the instructions on the meeting room displays, and then browse to the Brio IP address/connect (e.g. 10.10.30.143/connect) for additional information.

i The specific method for connecting a device to Brio depends on the operating system for that device.

Welcome to Brio

Brio is a presentation and collaboration solution that makes it easy to share up to five presentations. With a few quick keystrokes or taps on your Mac, PC, iPad, or wired or wireless device, you can share your audio, high definition video, whiteboards, and other information in a single room or in multiple locations.

Meeting Manager

The Meeting Manager is the user interface for Brio. To browse to it, connect your browser-capable device to the same network and subnet as Brio, and then enter the Brio IP address in your Web browser address field.

Source List From the source list, you can rearrange the sources on the presentation area and use the buttons and check boxes as follows:

☒ Auto-show	Select to automatically show the source when the source is connected to Brio.
☒ Use numbers	Select to display the source numbers on the sources in the presentation area.
☒ Duplicate #1	Select to duplicate source #1 on both outputs.
 	Toggle to show/hide the source.
	Previews the source in a pop-up.
 	Toggle to turn audio on/off for sources.
	Disconnects the source from Brio and removes the source from the list.
	Rearranges the sources in the presentation using drag/drop in the list.

Select primary To change your primary output, use the **Select primary** buttons.

Meetings Click **Start** to start a multisite meeting (license required) with other Brio locations in your address book.

Select the desired check boxes and click **Start** (click **Name** or **Location** to sort).

The status for the meeting is updated as responses are received.

Security To secure access to the Meeting Manager, click **Security**, enter a password and the duration to secure the Meeting Manager, and then share this password with users who need to view the Meeting Manager.

	Meeting host
	Attendee accepted invite
	Attendee declined invite
	Attendee has not responded
	Current presenter in the meeting

When attempts are made to view the Meeting Manager, users will be prompted for the password. The password can be reset by clicking **Security** and entering a password.

Share Presentation Area When you are hosting a meeting, you can invite another Brio to be a presenter and share their presentation area. If you are attending a meeting, you can send a request to the host asking to be the presenter and share your presentation area.

- Attendee requests to be presenter, selects . Selects again to quit sharing.
- Host requests an attendee to be presenter, selects  and then selects presenter.
- Host ends sharing, clicks  and selects self.

Update Meeting Attendees Host selects  to invite additional attendees or remove existing attendees.

Start Collaborating

Add your sources for your presentation and start collaborating.

Add Sources Select *Help --> How to Connect* and follow the steps for your operating system.

Whiteboarding From the Meeting Manager, select **Start**.

When attending a meeting, the whiteboard is shared with all attendees and the attendees can interact with the whiteboard.

From a personal device, browse to the Meeting Manager, and then select **Join**.
 If a whiteboard session isn't started, select **Start**, and then **Join**.

Sketching Use the tools to start sketching:

Pen / Eraser / Clear sketch

Pen thickness - Small / Medium / Large

Colors (9)

Load sketch / Delete sketch (Brio whiteboard only) / Save sketch

Undo the last action / Redo the previously undone action

Zoom in (Brio whiteboard only) / Zoom out (Brio whiteboard only)



Learn More This is a Quick Start Guide. See the Brio User Manual for more details.